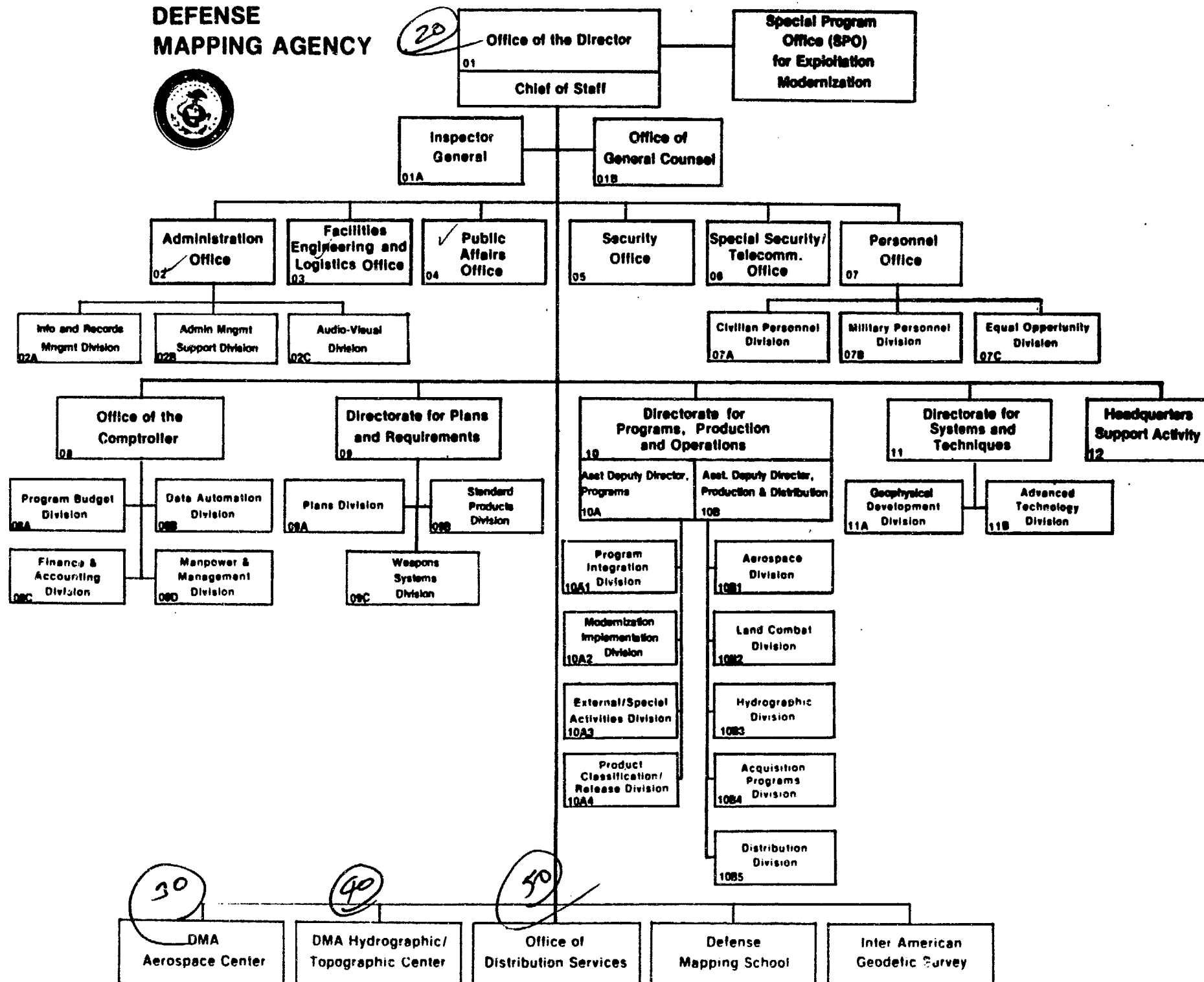


# JOINT MANPOWER PROGRAM

## PART I

### ORGANIZATION AND FUNCTIONS

# DEFENSE MAPPING AGENCY



## DMA MISSION

Provide Mapping, Charting and Geodetic (MC&G) support and services to the Secretary of Defense, the Joint Chiefs of Staff, the Military Departments and other DoD components through the production and worldwide distribution of maps, charts, precise positioning data, and digital data for strategic and tactical military operations and weapons systems. Serve as Program Manager and coordinator of all DoD MC&G resources and activities. Carry out statutory responsibilities for providing nautical charts and marine navigation data for the use of all vessels of the United States and of navigators generally.

## 01 OFFICE OF THE DIRECTOR

**MISSION.** Responsible for overall management, direction and control of all Defense Mapping Agency organizations and functions as assigned in DoD Directive 5105.40, 10 August 1978.

### FUNCTIONS.

1. Direct and command the Defense Mapping Agency and its Components.
2. Provide technical direction over all DMA activities.
3. Formulate and promulgate DMA policies and procedures to ensure a coordinated development of the total DoD MC&G program.
4. Serve as Program Manager and coordinator of all DoD MC&G resources and activities.

## ASSOCIATE DEPUTY DIRECTOR FOR HYDROGRAPHY

**MISSION.** Serves as principal advisor to the Office of Director on matters affecting the hydrographic missions of DMA.

### FUNCTIONS.

1. Maintains technical overview of hydrographic activities to assure that DoD program objectives are met.
2. Advises the Director, Deputy Director and the Deputy Director Management and Technology of plans, programs, and policy required to meet hydrographic program objectives.
3. Represents DMA with other National, foreign and international agencies on hydrographic matters.

## CHIEF OF STAFF

**MISSION.** Assists the Director, Deputy Director, and Deputy, Director Management and Technology with the organization, direction, management and control of DoD mapping and charting resources assigned to DMA. Ensures that support activities contribute to the DMA mission.

### FUNCTIONS.

1. Directs the support staff in establishing policy for and managing the administration, facilities engineering, safety, logistics, public affairs, security, special security and telecommunications functions of the Agency.

2. Coordinates these staff activities with those of the Deputy Director for Plans and Requirements; Deputy Director for Programs, Production and Operations; Deputy Director for Systems and Techniques; Comptroller; and the Director of Personnel.

3. Provides guidance to Component Directors and Headquarters staff on matters of policy.

#### 01A INSPECTOR GENERAL

MISSION. To improve the management of DMA by conducting an effective evaluation inspection program of all DMA activities. Identifies deficiencies and provides recommendations for improvement in mission and support activities. Manages the DMA Hotline program and conducts inquiries and investigations for the Director, DMA.

#### FUNCTIONS.

1. Serves as principal advisor to the Director, DMA on all inspection matters.
2. Manages the DMA Inspection Program:
  - a. Programs and budgets all General Inspections within DMA.
  - b. Plans and coordinates inspections with the HQ DMA staff, and with inspected activities.
  - c. Executes the inspection of DMA Components, Field Offices and Geographically Separated Units.
  - d. Documents and validates inspection findings, conditions, causes, effects, and recommendations.
  - e. Conducts follow-up actions as necessary to ensure the adequacy and sufficiency of corrective action.
3. Manages the DoD Hotline Program within DMA.
4. Conducts administrative investigations and inquiries in accordance with DMA Instruction 5500.5.
5. Manages the IG Complaint System.
6. Conducts staff assistance visits and performs other duties as assigned by the Director, DMA.

## 01B OFFICE OF GENERAL COUNSEL

**MISSION.** Serve as DLS legal advisor to the Director and primary legal authority within the Agency.

### FUNCTIONS.

1. Sets policy for the professional management and direction of all Agency Counsel and provides policy and direction for the administration of legal services within the Agency.
2. Analyze proposed legislation received for review, maintain information on regulations and legislation affecting the DMA, prepare request and justifications for obtaining legislative action or changes to existing regulations.
3. Render legal opinions and interpretations of laws and regulations concerning admiralty and international law, procurement, fiscal, patents, claims, military and civil affairs, and general administrative law matters, including Freedom of Information and Privacy Act matters.
4. Arrange for the administration of military justice and provide personal legal assistance to military personnel.
5. Provide legal review of all proposed commitments to foreign governments, whether in the form of international agreements or unilateral letters or memoranda before signature or tender to foreign governments.
6. Provide legal review of proposed international MC&G agreements and documents relating to the implementation of such agreements.
7. Counsel contracting officers or their representatives in the administration of contracts. Review and recommend action on contractual claims, protests and appeals.
8. Review and arrange for investigation and processing of action with respect to all claims for or against the Government that involve DMA.
9. Represent DMA in legal matters involving other Departmental Components, other Federal agencies, State and Local Governments, defense contractors, etc.
10. Provide coordination with U.S. Attorney and Justice Department trial attorneys in the handling of litigation involving the Agency. Provide litigation support, including, to the extent practicable, proposed pleadings and legal memoranda and briefs. As requested by the trial attorney, assist in interviewing witnesses, participate in discovery proceedings and in the trial of cases.
11. Act as DMA Designated Agency Ethics Official and Standards of Conduct Counselor.
12. Represents DMA in all legal matters on behalf of the DoD GC/Director, Defense Legal Service.

## **02 ADMINISTRATION OFFICE**

**Mission.** Provide policy, planning and procedural guidance, and direction for the overall management of administrative programs in DMA.

### **Functions.**

1. Manages the records, reports and directives management programs for DMA. Develops policies and procedures consistent with DoD and the National Archives and Record Service (NARS) General Services Administration (GSA) regulatory requirements.

2. Directs, controls, and provides HQ administrative management support functions.

3. Reviews and recommends improvements concerning the administrative practices of HQ DMA and Components in assigned functional areas, prepares necessary policy guidance to implement improvements.

4. Manages DMA audiovisual activities and resources and provides graphics and visual aid support to HQ DMA.

5. Directs and manages the DMA travel programs and provides policy guidance on all travel activities to HQ DMA and Components.

a. Serves as the HQ DMA Transportation Officer and provides policy guidance on all travel matters to HQ DMA operating officials and Components to include ISA requirements, visas, passports and other areas relative to TDY.

b. Serve as the Fund-Approving Official and Authenticating Official for all HQ DMA TDY requests and claims for reimbursement for the control and proper utilization of TDY funds.

## **2A INFORMATION AND RECORDS MANAGEMENT DIVISION**

**Mission.** Manage the activities of the Information and Records Management Division and provide policy guidance and procedures to HQ and Components. Develop and implement policy, standards and procedures for the records management program; information and reports control; forms management; DoD/DMA publication system and correspondence management program.

### **Functions.**

1. Establishes and maintains the DoD/DMA publication identification system and library to include the DMA Publications Program. Develops and provides policy, program guidance, and standardization of the DMA Administrative Publications Program and coordinates on implementing policy and guidance of the DMA Technical Publications Program.

2. Directs and monitors the Forms Management Program to control and improve all forms prescribed or used by DMA.
3. Provides guidance and exercises staff supervision for the Information/Reports Management Program (Internal, Intra Agency, Public Reporting and implements control and standardization.
4. Directs the Correspondence Management Program and assures compliance with established policy.
5. Presents recommendations and provides assistance and guidance in implementing practices applicable to the internal Mail Management Program.
6. Directs the DMA Privacy Act Program and prescribes policy, procedures, standards, and criteria for the protection of personal information subject to the Privacy Act.
7. Serves as the DMA control point for publishing and updating the National, International Committee Management Program and HQ Intra Committee index; DMA point of control for Federal Executive Board activities.
8. Provides guidance and exercises staff supervision on Administrative Printing, distribution, and stocking of printed materials.
9. Develops guidance, controls, and monitors the DMA Copier Management Program.
10. Establishes and maintains the Records Management Program for identification, maintenance and disposition of all records, files, equipment, microform, and related controls for DMA including the administering of the Vital Records Program.
11. Coordinates administrative information and records management activities with the Agency's Senior Representative for Information Resources to minimize the paperwork burden on DMA and the public in collection, processing and transmission of information and to promote the use of information technologies in support of Information Management, and to promote the security and integrity of information through its life cycle.

## 02B ADMINISTRATIVE MANAGEMENT SUPPORT DIVISION

Mission. Direct and control the Headquarters administrative management support functions. Participate in program and planning operations in collaboration with HQ staff officials to identify management implications and ensure responsible administrative planning.

### Functions:

1. Develops HQ DMA budgetary requirements for office equipment, rental and procurement; purchased equipment maintenance; office supplies, telephone service and equipment; contractor printing and reproduction; and HQ DMA interservice support.



2. Develops policies and exercises control over the planning, installation, budgeting, and operation of the HQ DMA telephone communication system to include teleconferencing.

3. Directs the Agency Foreign Gifts and Decorations Program in accordance with established DoD requirements.

4. Serves as the principal imprest fund cashier for making small purchases of material and services other than personal for HQ DMA.

5. Serves as the payroll liaison assistant between HQ DMA and the DMAAC Central Payroll Office on all civilian payroll and leave matters.

6. Monitors the HQ DMA typing pool and schedules to meet part-time secretarial requirements for HQ DMA offices.

7. Directs the equipment and supply activities for HQ and serves as the HQ Staff Customer Representative in obtaining supplies and equipment through the Standard Base Supply System.

8. Directs the operation of the HQ DMA staff cars and courier service.

9. Provides administrative support for HQ DMA to include printing and duplication of material, building custodial and maintenance service, parking assignments, staff duty roster, subscription and library loan service, conference and meeting activities, etc.

10. Develops and monitors the HQ Support EEO Miniplan.

11. Serves as the HQ Accountability Officer for management of and accountability of property in the possession of HQ DMA.

12. Serves as the Contracting Officer's Technical Representative (COTR) for administrative functions.

13. Controls, processes and dispatches all incoming and outgoing classified and unclassified mail and internal communications.

#### 02C AUDIOVISUAL DIVISION

Mission. Manage and monitors the DMA audiovisual program, activities, and resources; plans, organizes, and administers the graphic design/visual communication activities for HQ DMA.

#### Functions.

1. Serves as the audiovisual (AV) manager/technical advisor and Agency contact for all DMA audiovisual activities. Establishes policies and procedures for the management of DMAAV activities and resources. Provides policy, technical guidance, and direction to DMA Components.

2. Establishes policies and procedures for the management of DMA AV activities and resources. Provides policy, technical guidance, and direction to DMA Components.

3. Provides complete creative services to HQ including all graphic design, visual presentations, and special audiovisual support. Produces and coordinates production of HQ SSO audiovisual products.

4. Serves as HQ technical/aesthetic advisor on AV products and productions. Provides direction and guidance to HQ operating officials.

5. Establishes and provides policy for DMA AV product standardization. Plans, develops, designs and establishes graphic design formats and standards for Agency-wide use (presentations, publications). Coordinates and oversees implementation of AV typography and design standards.

6. Plans, develops, and designs DMA printed materials, presentations and displays/exhibits which includes creating a wide variety of symbols, designs and illustrations.

7. Serves as the HQ technical/design advisor on printed products to HQ operating officials.

8. Serves as the Contracting Officer's Technical Representative for audiovisual equipment.

### 03 FACILITIES ENGINEERING AND LOGISTICS OFFICE

MISSION. Provide policy, planning and procedural guidance, and direction for the overall management of facilities engineering and logistics.

#### FUNCTIONS.

1. Responsible for the development and implementation of policies, standards and requirements, the evaluation of program and functional performance, and overall management of the following DMA programs and major functions:

- a. Military Construction Program.
- b. Real Property Maintenance Activities Program.
- c. Occupational Safety and Health Program.
- d. Fire Prevention and Protection Program.
- e. Environmental Protection Program.
- f. Energy Conservation Program.
- g. Family Housing Program.
- h. Agency Stock Fund Management Program.
- i. Standard Base Supply System Program.
- j. Equipment Accountability Program.

- k. Acquisition Program.
- l. Contracting Career Intern Program.
- m. Small Disadvantaged & Business Utilization Program.
- n. Commercial Activities Program.
- o. Defense Retail Interservice Support (DRIS) Program.
- p. Transportation of Material & Equipment: Uniform Military Movement and Issue System (UNMIPS), and Military Standard Transportation and Movement Procedures (MILSTAMP) Programs.
- q. Motor Vehicle Management.
- r. Silver Recovery Program.
- s. Property Disposal Program.
- t. Real Estate and Space Management.
- u. GSA Real Property Leases.
- v. Production and Support Equipment Maintenance Program.
- w. Military Standard Receipt and Issue Procedures (MILSTRIP) Programs.
- x. Military Standard Billing System (MILSBILLS) Programs.
- y. Department of Defense Activity Address Directory (DoDAAD) Program.
- z. Defense Integrated Data System (DIDS) Program.
- aa. Federal Catalog System Program.
- bb. Government Property Loss, Theft, and Recovery Reporting program.
- cc. Equipment Loans/Leases and Reporting Program.
- dd. Integrated Logistic Support for Systems/Equipments Program.

The following is a list of specific responsibilities and duties unique to associated functions and programs:

2. Provide guidance and exercise staff supervision on real estate matters including general facilities maintenance, planning, and proper use of all real property. Responsible for the effective, efficient and economic use of facilities and the control and allocation of physical space.

3. Evaluate and certify Standard Level User Charges assessed DMA by the General Services Administration.

4. Evaluate and certify bills assessed DMA for Military Construction and O&M funded projects.
5. Initiate and coordinate long-range planning, programming, design and construction of real property facilities in accordance with applicable public laws and DoD policies, and consistent with DMA mission planning.
6. Identify, validate, and initiate action to accommodate Headquarters DMA building support requirements.
7. Represent DMA on DoD Safety and Occupational Health Council and the DoD Real Property Maintenance Council in the development of DoD policy and program guidance.
8. Represent DMA in the defense of MILCON and RPMA budgets at OSD and Congressional reviews.
9. Conduct conceptual and functional review of all DMA engineering and real property project proposals.
10. Responsible for the Agency Stock Fund and coordinates with Air Force Logistics Command Stock Fund Managers to ensure that necessary funds are available to finance known inventory requirements. Responsible for monitoring and/or supervising the Components' use of AF Stock Funds.
11. Administer the operation of USAF Standard Base Supply System (USAF/SBSS) within the Components. Responsible for administering the command equipment management functions inherent with operation of this system and acts as Agency Command Equipment Office (CEMO).
12. With delegated responsibilities by the Head of the Contracting Activity, establish policy and exercise control to ensure that the procurement acquisition functions of the Agency are accomplished in accordance with public law, DoD policy and sound business practice, and are within the specific limitations of applicable delegations of authority. Also analyze and process those contractual actions which have not been delegated below the level of the Head of the Contracting Activity.
13. Monitor Agency participation in the DoD Automated Career Management Program for contracting personnel. Develop and implement systems for career input and employee development to ensure adequate personnel resources for contracting support.
14. Monitor Agency contract pricing effort to ensure effective price and cost analysis and negotiation of realistic, fair, and reasonable pricing arrangements.
15. Develop policies to ensure the Agency has efficient vehicle operations. Review, evaluate and validate resource requirements for vehicle operations and maintenance to ensure Agency is in compliance with DoD goals of fuel efficiency. Monitor the Agency Small and Disadvantage Business Utilization Program.

16. Develop policy to ensure that Agency freight is moved in a timely manner, consistent with mission needs, at the lowest reasonable cost, in compliance with physical security and accountability requirements during shipment.

17. As the Agency Executive Coordinating Agent (ECA), serve as the central point of contact on all policy, coordination, and promotional matters related to the Defense Retail Interservice Support (DRIS) program; ensures Agency compliance with the requirements of the DRIS program.

18. Responsible for Agency activity under OMB Circular A76. Coordinate efforts to ensure that Agency commercial or industrial activities are accomplished by the most economical means, whether by contract or with in-house resources, and consistent with the overall mission of DMA.

19. Develop policies and provide guidance to ensure the Agency has an efficient and effective program for the management of solid waste. Collect and evaluate data as required.

20. Develop policies and provide guidance to ensure the Agency has an effective and efficient program in the reclamation of silver from production processes and materials and the use of reclaimed silver to reduce new procurement costs.

21. Responsible for the development and overall management of DMA Energy Conservation Program in accordance with applicable DoD regulatory or Executive orders. Establishes policy, defines responsibilities and provides guidance for energy conservation programs and fuel conservation in motor vehicles.

22. Monitor Agency use of MILSBILLS procedure which provides standard automated procedures and formats to be used by DoD Components for billing, collecting, and related accounting for sales of material from Supply System Stock, including direct deliveries.

23. Serve as DMA service point for all policy matters relative to the DoD Activity Address (DoDAAD) System and process all requests for additions, deletions and/or changes.

24. Establish DMA policy for logistics management planning and provide guidance and define responsibilities for providing logistics support for end items of equipment/systems.

25. Serve as focal point for matters related to the Defense Integrated Data System (DIDS) within the Defense Mapping Agency.

26. Serve as DMA office of responsibility for all matters related to Military Standard Requisitioning and Issue Procedures (MILSTRIP).

27. Provide DMA policy guidance outlining Agency lease/loan procedures, periodic reviews of lease files and staffing of proposed leases through HQ DMA to DSAA, and monitor administration of lease/loan program by DMAHTC Supply Division Program Administrator.

28. Serve as the DMA Office of primary responsibility for monitoring the assignment of Force Activity Designators (FADs) to DMA Components; monitoring the utilization of uniform material movement and issue priority system (UMMIPS) throughout the Defense Mapping Agency; evaluating all suggested UMMIPS changes originating in a DMA Component; and developing and submitting to the ASD(I&L) DMA's position on all system revision proposals. Conduct continuing review of the propriety of FADs assigned within the Defense Mapping Agency. Provide representation to joint development efforts and periodic evaluation of UMMIPS.

29. Develop, recommend, adapt, or implement DoD and DMA policy directives pertaining to maintenance of mapping, charting and geodesy (MC&G) photogrammetric, photographic, cartographic, geodetic, lithographic automatic data processing, and other mission-related equipment. Review and evaluate implementing documents and management programs of the DMA Components to assure orderly, uniform, and effective implementation of DoD and DMA policies.

30. Serve as focal point to perform the staff function of monitoring compliance with the federal Catalog System Policies and Procedures within the Defense Mapping Agency.

**MISSION.** Serve as public affairs officer to the Director and as DMA Director, Public Affairs.

**FUNCTIONS.**

1. Plan and execute a program of positive public affairs for DMA, in consultation with Agency officials, managers, and Component Public Affairs Officers to develop an understanding of the Agency's objectives, projects and accomplishments among its employees, members of the Armed Forces and the general public.
2. Serve as the official DMA spokesman in responding to inquiries or requests for information from the communications media, governmental agencies, the general public, or the DoD Press Desk.
3. Assure compliance with higher authority directives issued to implement the Public Information Program and maintain required liaison.
4. Prepare public affairs policy and procedures for use by subordinate activities.
5. Plan and write public information material for HQ DMA and determine its distribution.
6. Review and coordinate public information materials prepared by subordinate activities and their dissemination.
7. Plan and write speeches and articles for senior management and professional personnel.
8. Coordinate HQ DMA protocol activities for visits of all distinguished civilians and military personnel. Also plan and execute a program of briefings and tours for U. S. civilian and military groups to DMA and local Component activities.
9. Plan and manage the Agency exhibit program.
10. Coordinate security and policy review of professional papers and presentations for major non-DMA audiences. Serves as DMA Freedom of Information Officer, coordinate DMA responses required by the Freedom of Information Act, and report to DoD as directed.

## 05 SECURITY OFFICE

**MISSION.** Administer, implement and monitor, within DMA, all DoD International Pact Organization (IPO) and Executive Branch security policies and programs. Provide policy guidance, through Component Security Officers, to ensure consistency in the application of all security guidelines.

### FUNCTIONS.

1. Act as Staff Advisor to the Director, DMA, on all matters pertaining to security.
2. Exercise general staff supervision throughout the DMA Security Office areas of responsibility and provide security support to HQ DMA.
3. Provide security policy guidance in respect to all aspects of the following DMA Security Programs:
  - a. Information Security
  - b. Security Education
  - c. Classified Materials Control
  - d. Physical Security
  - e. Industrial Security ("Carve outs" excluded)
  - f. Foreign Government Classified Information
  - g. Personnel Security
  - h. OPSEC
  - i. Counterintelligence
  - j. Technology Transfer
  - k. Special Access Programs (SIOP-ESI, CNWDI, etc., SCI excluded)
  - l. Terrorism
  - m. Personnel Access/Control and Identification
4. Monitor, assist, inspect and report on the status of administration of all DMA Security Programs cited in paragraph 3., above, plus NATO and JCS.
5. Coordinate and review, upon request, ADP security programs as established by CMD.
6. Collect data and prepare DMA IS00 Annual Information Security Program Report.
7. Provide guidance and minimum standards for DMA Guard Force.



8. Monitor and ensure that all security containers used for the storage of classified materials at HQ DMA have combinations changed in accordance with current security requirements.
9. Act as the primary contact for all DMA security matters within the Executive Branch of the Government.
10. Maintain cognizance of counterintelligence activities as they pertain to DMA security programs in paragraph 3.
11. Provide guidance and policy on the DMA Personnel Security Program and adjudicate all adverse action cases.
12. Review all security related directives, papers or position prepared by DoD, JCS, ISOO, other Executive Branch Agencies or other US/foreign sources to evaluate their impact upon DMA and take appropriate action.
13. Review, coordinate and approve/disapprove classified visits to HQ DMA.
14. Establish OPSEC program and monitor implementation and compliance throughout the Agency.
15. Monitor and control special access programs. (Excluding SCI)
16. Establish a Security Education and Training Program at HQ DMA and closely monitor such programs at the Component level.
17. Provide guidance and monitor control of unclassified technology transfer.
18. Administer and prepare briefings for foreign travel and meetings where contact with foreign government representatives may occur.
19. Provide guidance on public release of information.
20. Issue and control keys.
21. Brief/Debrief all HQ personnel for IPO, JCS, SIOP-ESI's, CNWID.
22. Establish liaison with Defense, Federal Government, state and local investigative and law enforcement agencies.
23. Operates and maintains the COSMI and NATO Subregistry for HQ DMA, and exercises staff supervision over DMA Components regarding their Subregistries for the control of all International Pact Organization material.
24. Functions as the HQ DMA Top Secret Control Office and maintains the HQ DMA Top Secret Control Account.

## 06 SPECIAL SECURITY & TELECOMMUNICATIONS OFFICE

**MISSION.** Administer and implement, within DMA, DoD policy and directives governing: the security, use, and dissemination of Sensitive Compartmented Information and the development and operation of DMA telecommunications programs and systems except telephone communications. Special Security responsibilities are accomplished through the DMA Special Security Officer (SSO) System, which is an element of the Defense Special Security System (DSSS).

### FUNCTIONS.

1. Exercise general staff supervision of the DMA SSO system with operational control of center-level special security offices, and provide SSO support to HQ DMA.
2. Perform the functions outlined in DoD Directive S-5200.17 (M-2), DoD Instruction TS-5001.2 (M-1), and DoD Instruction S-5210.51 (M-1), titles classified.
3. Represent DMA on COMIREX/NFIB security committees as required.
4. Provide policy guidance with respect to the sanitization and use of special source materials in the production of MC&G products.
5. Provide personnel security policy guidance to DMA Components consistent with DoD policy.
6. Manage the HQ DMA personnel security program, to include initiation, review and adjudication of personnel security investigations involving HQ DMA personnel.
7. Acts as the DMA authority for evaluating and processing personnel security investigations concerning initial and continued access to Sensitive Compartmented Information. Responsible for the DMA pre-adjudication of all derogatory special Background Investigations and for preparing appropriate recommendations to the Director DIA.
8. Acts as the principle staff office for all matters pertaining to telecommunications operations. Plans, coordinates and controls the development and operation of DMA Communications-Electronics programs, including the design, budgeting, programming, procurement, installation, operation and maintenance.
9. Prepare the communications Five Year Program (FYP), decision papers, and specific subsystem/project plans required to support programming and budgeting requests. This includes:
  - a. The development, collection, and consolidation of user requirements.
  - b. The coordination of staff efforts required for the development and preparation of specific components of these plans and programs.

c. The coordination of the plans with OSD, JCS, the military departments (MILDEPs), and other agencies as appropriate.

d. Prepare and publish or approve management engineering plans responsive to assigned projects approved for implementation.

e. Coordinate, review, and approve implementation and installation plans.

10. Coordinate communications security (COMSEC) and emanations security (EMSEC) policy, planning, and equipment development for DMA.

11. Maintain a continuing appraisal of communications project funding and submit recommendations for changes. Initiate follow-on year funding actions as necessary.

## 07 PERSONNEL OFFICE

**MISSION.** Provide personnel management and equal employment opportunity (EEO) programs and policies that will meet the mission requirements of the DMA. Assure that these policies and programs are consistent with Office of Personnel Management, Equal Employment Opportunity Commission, Merit Systems Protection Board, Federal Labor Relations Authority, and Department of Defense directives and legislative/regulatory policies, and military personnel procedures of the Military Departments.

### FUNCTIONS.

1. Develop overall DMA policy and provide guidance regarding civilian and military personnel management and equal employment opportunity programs.
2. Serve as the final DMA appellate level for civilian grievances, position classification and personnel action appeals. Adjudicate equal employment opportunity complaints of discrimination referred to the Headquarters for decision.
3. Represent DMA with the Office of Personnel Management, the Equal Employment Opportunity Commission, the Merit Systems Protection Board, the Federal Labor Relations Authority, the Department of Defense (OSD/JCS) and the Military Departments on all personnel management and EEO programs.
4. As the designated Director of Equal Employment Opportunity, assure that the equal employment policies of the Federal Government are effectively practiced throughout DMA.
5. Advise the Director and act as staff coordinator on all Agency matters concerning civilian and military personnel matters and EEO. Provide advice and assistance to management concerning Federal and DMA personnel management policies and principles.
6. Evaluate the execution of DMA personnel management and EEO programs. Evaluate effect of policies and programs and adjust as necessary.
7. Exercise staff supervision over personnel and EEO functions in DMA Components.
8. Formulate personnel planning programs to meet projected personnel skills and program needs.
9. Provide for and supervise the investigation of discrimination complaints and employee grievances prior to submission to deciding officials.

## **07A CIVILIAN PERSONNEL DIVISION**

**MISSION.** Formulate policies for the recruitment, placement, training, development, retention and administration of civilian personnel assigned to DMA. Develop position management, classification, pay, leave, upward mobility, awards and incentive programs. Implement and evaluate the effectiveness of civilian personnel management programs to assure compliance and compatibility with the DMA mission.

### **FUNCTIONS.**

1. Develop policies and programs for the recruitment, examination, placement, retention and administration of civilian personnel.
2. Develop policies for, and administer, the DMA Merit Staffing Program.
3. Develop policies and programs to implement special programs such as summer employment for youth, employment of the handicapped and veterans, overseas employment, Federal Equal Opportunity Recruitment Program, and College Recruitment Program.
4. Develop policies and programs for executive development, career development and training of civilian employees.
5. Develop and implement policies and procedures for operation of DMA civilian training facilities.
6. Develop position management, position classification, pay and leave administration, merit pay and job grading policies and programs for DMA.
7. Develop policies and programs for employee benefits, awards, incentives, performance appraisal and discipline designed to improve morale while stimulating greater productivity among the work force.
8. Provide policy and program advice and guidance to DMA organizations regarding Labor-Management relations.
9. Develop policies and programs for employee-management relations which provide objective consideration of employee grievances and appeals. Review and determine final DMA action on civilian personnel appeals, grievances and complaints appealed to the Headquarters.
10. Develop and administer the DMA Upward Mobility and Underutilization Programs as prescribed in the DMA National EEO Affirmative Action Plan.
11. Assure adequate health services for DMA employees.
12. Develop and implement a system for evaluation of DMA civilian personnel management programs. Assure effective personnel management advice and services are provided to management officials at all levels, including inter-service support. Review support agreements to assure high level of personnel management service is provided.

13. Administer the Senior Executive Service system for DMA members. Coordinate with other Defense Agencies, OSD and OPM, as required.

14. Develop and maintain guidance and procedures to assure an effective program for the "Troubled Employee," including an Employee Assistance Program.

15. Participate in DMA manpower and organization planning as it relates to human resource requirements. Develops a personnel planning system designed to provide resources for meeting these requirements.

16. Serve as point of coordination with servicing office for personnel actions involving Headquarters personnel and positions.

17. Assure an effective DMA civilian personnel information records and reports system. Implement and administer the DMA Civilian Personnel Management Information System.

18. Develop policies and procedures for administering delegated appointment and examining authorities within DMA.

#### 07B MILITARY PERSONNEL DIVISION.

MISSION. Formulate policies, plans and programs for the selection, procurement, assignment, development and administration of military personnel assigned to the Agency. Establish procedures for the processing and maintenance of essential military personnel records and reports that conform to the requirements of the Services and the Department of Defense. Implement, evaluate and modify these programs to assure that they effectively support the DMA mission.

#### FUNCTIONS.

1. Develop and implement plans, policies and procedures for the personnel management and career development of military personnel assigned to the Agency.

2. Develop and implement policies and procedures for the procurement of military personnel from the Services for the Agency.

3. Develop policy for the assignment and administration of all military personnel of the Agency.

4. Assure the processing and maintenance of essential personnel records and reports in conformance with procedures established by the Military Departments.

5. Plan and assure the development and availability of current statistical data and reports on military personnel for use by DMA, OSD and JCS.

6. Establish policy for the conduct of the DMA Military Awards Program.

7. Coordinate military personnel actions with officials of concerned offices within DMA, OSD, OJCS, and the Military Departments.

## 07C EQUAL OPPORTUNITY DIVISION

**MISSION.** Formulate policies and develop Equal Opportunity programs. Implement and evaluate the effectiveness of EEO programs.

### FUNCTIONS.

1. Develop the DMA EEO Program including the DMA Federal Women's Program and the DMA Hispanic Employment Program and other applicable programs directed by higher authority. Promote the implementation of the EEO Program by DMA Components.
2. Develop the DMA National EEO Affirmative Action Plan. Review and approve DMA Regional EEO Affirmative Action Plans (DMA Components).
3. Develop and administer the DMA EEO discrimination complaints program.
4. Coordinate with the Chief, Civilian Personnel Division, on the Upward Mobility Underutilized Employee and Federal Equal Opportunity Recruitment Programs.
5. Maintain contacts with EEO counterparts in the Equal Employment Opportunity Commission, Office of the Secretary of Defense, and other DoD agencies to assure DMA is informed regarding significant EEO precedents, changes in procedures, and any other EEO operating matters of importance to DMA.
6. Provide guidance, advice, and assistance to DMA Component Directors and EEO Officers regarding Affirmative Action plans, management of significant EEO actions, and assignment of EEO Investigators.
7. Maintain liaison with significant organizations of minority groups, at the national level, to assure communication regarding their programs and concerns as they may affect DMA Affirmative Action plans and operations.

## 08 OFFICE OF THE COMPTROLLER

**MISSION.** Exercise authority and responsibility for planning, organizing, directing, and coordinating an integrated staff services program containing a variety of functions in the areas of financial management, programming, budgeting, manpower and organization, management analysis, and data automation.

### FUNCTIONS.

1. Advise the Director and act as Staff Coordinator on all Agency financial management matters concerned with budgeting, programming, and appropriated fund accounting and reporting.
2. Design, establish and maintain an integrated financial management system that is compatible with the needs of DMA and consistent with regulatory and legal requirements.
3. Determine financial resources and coordinate requests for funds necessary to accomplish the DMA mission through proper funding channels.
4. Prepare and publish the Agency Program and Budget Guidelines and Directives, Annual Budget, Apportionment Documents and the DMA portion of the Five Year Defense Program (FYDP).
5. Prepare the DMA budget and provide guidance and assistance to the Director in presenting the budget to OSD, OMB, and Congressional Committees.
6. Provide for the design and installation of Resources Management Systems throughout DMA.
7. Provide financial data to assist appropriate personnel in management of resources.
8. Exercise staff supervision over Comptroller functions in DMA Components.
9. Advise the Director on all matters concerned with data automation. Serves as the DMA Senior ADP Policy Official, as the focal point for ADP policy, and for administration and management of the DMA Data Automation Program.
10. Exercise approval authority for the selection and acquisition of ADP resources in accordance with the provisions of DoD Directive 4105.55 and reutilization of ADPE under DoD Directive 4160.19.
11. Direct the Manpower and Management Analysis Program of DMA.



## 08A PROGRAM/BUDGET DIVISION.

**MISSION.** Direct the development and preparation of the DMA budget; review, approve, and submit to OSD and Congress; assist Director and Comptroller in defense of DMA budgets; obtain and distribute financial resources; monitor, and analyze their use; interrelate programming and budgeting functions.

### **FUNCTIONS.**

1. Prepare directives for the preparation and submission of the DMA Budget Estimates, Operating Budgets, and revisions thereto.
2. Chair the HQ DMA Budget Review Group which is responsible for reviewing Budget Estimates, Annual Operating Budgets, and revisions thereto submitted by the DMA Components and Staff Elements of HQ DMA.
3. Present recommendations to the Resources Advisory Board and the Director and assist the Director in achieving a balanced program within available resources. Assist Director in presenting and justifying estimates to representatives of OSD, OMB and the Congress.
4. In collaboration with appropriate Directorates, develop program and budget justification material for submission to OSD/OMB and the Congress. Select and direct the preparation of backup data for use by DMA witnesses at hearings on DMA's budget requests.
5. Develop prepared statements for use by the Director in his appearances before the various Congressional Committees in support of the Agency's budget and authorization requests.
6. Obtain and distribute the financial resources to implement the budget.
7. Make budget analyses to indicate trends in resources for current and future fiscal periods.
8. Provide staff assistance to HQ DMA and all subordinate elements, through periodic staff visits, to ensure a comprehensive and satisfactory financial management program.
9. Establish budgetary principles, policies, systems, and procedures covering all budget formulation, management and execution processes within the DMA and maintain continuous surveillance for conformance.
10. Design, develop and supervise, in coordination with Directorates, the DMA resources accountability system in support of the DoD Planning, Programming and Budgeting System (PPBS).

11. Participate in the development, preparation and validation of inputs of all other DMA program documentation, including the Program Objective Memorandum (POM), Program Change Request (PCR), Program Decision Memorandum (PDM), Program Change Decision (PCD), and other program change adjustments.

12. Provide guidance and assistance in the conduct of special program reviews and analysis.

13. Analyze and evaluate current program projections for balance, phasing, and feasibility in relation to known and anticipated availability of budget resources and OSD decisions.

14. Serve as OPR for the official list of program element codes, titles and definitions authorized by OSD for use by DMA; initiate requests for changes thereto in coordination with Programs, Production and Operations Directorate.

15. Serve as the DMA focal point for receipt of and DMA response to all budget and related documents from OSD such as Fiscal Guidance, Program Budget Decision (PBDs), Issue Papers, etc.

16. In collaboration with appropriate Directorates, develop an annual DMA Program/Budget Schedule reflecting the more significant actions/events to the DoD PPBS cycle, as well as associated DMA actions required to round out the total calendar schedule.

17. Maintain liaison between DMA and various congressional committees, OSD, and other DoD and Government Agencies on matters within the scope of the above responsibilities and functions.

18. Review and prepare recommendations on budgets and Program Objectives of the Military Departments as they pertain to activities for which DMA has management responsibility.

## 08B DATA AUTOMATION DIVISION

**MISSION.** Plan and direct the data automation program to provide the ADP resources required to support management, production and distribution mission of DMA.

### **FUNCTIONS.**

1. Advise the senior ADP policy official and act as staff coordinator on ADP policy and such program matters as the Office of Distribution Services ADP Program and USAF Base Level Data Processing Program.
2. Develop policy and provide planning, technical guidance and direction for the acquisition, management, and use of ADP functions in DMA.
3. Provide program and budget guidance for preparation and submission of ADP resource requirements. Develop the ADP portion of DMA program, budget and allocation of ADP resources.
4. As the focal point and staff coordinator to review and recommend approval for the development, selection and acquisition of ADP resources including teleprocessing and telecommunications services irrespective of funding. Provide guidance and exercise staff supervision over acquisition and contracting activities of ADP resources.
5. Develop data automation objectives and serve as the DMA point of control for ADP development and for the ADP standardization program; standardize ADP equipment, software, data elements and codes.
6. Establish criteria and evaluate performance and utilization of DMA ADP resources.
7. Exercise staff supervision over ADP functions and activities in DMA Components; manage selected Agency-wide ADP acquisitions, such as the USAF Phase IV program, distribution, word processing equipment and office automation.
8. Develop policy and procedures for security, privacy and life cycle management of ADP systems.
9. Manage the Agency's ADPE inventory, reutilization and sharing program. Coordinate these programs with GSA, DLA, ODS and other Federal Agencies.
10. Represent DMA in ADP matters involving DoD Components, NBS, GSA, Congressional Committees, other Federal, State and Local Government and Agencies, and Defense contractors and industry.
11. Provide guidance and exercise staff supervision of ADP systems studies and analysis, requirements documentation, data system specifications and procurement specifications.

12. Conduct a management review and validation of all proposed acquisitions of ADP equipment and software, irrespective of proposed use of function.

13. Serve as the action office in support of the DMA Senior Official for the Paperwork Reduction Act, P.L. 96511; exercise staff supervision over the DMA information management processes. Develop policy and procedures for information resource management and coordinate with appropriate staff offices.

14. Participates in the DMA Equipment Review Group (DERG) and Budget Review Group (BRG) concerning the planning, programming and budgeting of ADP resources throughout the Agency.

## **08C FINANCE AND ACCOUNTING DIVISION**

**MISSION.** Plan and direct a comprehensive finance and accounting program for HQ DMA and subordinate organizations.

### **FUNCTIONS.**

1. Maintain an integrated accounting system which will account for and effectively control the receipt, distribution and expenditure of all appropriated funds made available to the Agency.
2. Administer accounting operations to ensure the effective financial control of all appropriated funds.
3. Exercise technical supervision over financial data reporting pertaining to Agency-wide activities and accounts reflecting financial transactions at the HQ DMA level.
4. Prepare and revise DMA directives which prescribe systems and procedures to be utilized in the effective management of financial resources.
5. Provide technical assistance to and staff supervision of finance and accounting operations at subordinate installations or activities within the Agency.
6. Provide advisory services to include the interpretation of financial directives resolving entitlement questions and guidance concerning disbursing, accounting and all related financial activities.
7. Review and process reports of survey; monitor financial audits of DMA.
8. Monitors the financial management of DMA's Non-Appropriated Fund Instrumentalities to ensure compliance with instructions, directives and public laws.

## 08D MANPOWER AND MANAGEMENT DIVISION

**MISSION.** To improve the efficiency and effectiveness of management by providing managers and staff personnel at all levels of the Agency with policies, program guidance, performance reviews and services in the areas of manpower management, position management and management analysis which will result in a more effective, more efficient and more productive Agency.

### FUNCTIONS.

1. Plan, submit and monitor the Joint Manpower Program (JMP) for the Agency.
2. Evaluate manpower requirements of all DMA elements and coordinate the review and/or approval of these requirements with staff elements of HQ DMA, JCS, OSD and the Military Services.
3. Prepare and/or review all JMPs for annual or out-of-cycle submission to the JCS.
4. Promote and conduct an active manpower management survey program to ensure that all DMA activities maintain a manpower level consistent with assigned missions and tasks.
5. Provide staff assistance regarding proposed changes to the organization and functions of any HQ DMA element or subordinate DMA Component.
6. Plan and direct the Agency Position Management Program.
7. Plan and direct a systematic methods and standards program to provide work measurements and productivity data for use in the development of manpower standards.
8. Develop and provide policy, program guidance and execution reviews of the DMA Management Analysis Program.
9. Evaluate DMA management functions and practices including policies, programs, performance and organizations in order to develop and recommend management improvements to increase the effectiveness, efficiency and economy of operations.
10. Plan, perform and/or direct special management studies and analyses of DMA activities including the application of management sciences to achieve more effective, efficient and economical operations.
11. Provide management consultation, tasks, services and related managerial support which enhance management effectiveness.
12. Administers the internal audit program for DMA. Serves as primary point of contact with the Defense Audit Service.
13. Plan and direct the Agency Internal Control Program.

## 09 DIRECTORATE FOR PLANS AND REQUIREMENTS

**MISSION.** Establishes DMA MC&G objectives, prepares plans, and develops policy to provide MC&G products and services to the U&S Commands, the Military Departments, other Government agencies, and the merchant marine. Manages the DMA Planning System. Provides planning advice and assistance on MC&G matters to the Joint Chiefs of Staff. Acts as the principal DMA liaison with the JCS. Provides DMA representation by a flag or general officer serving as the Joint Staff's focal point for MC&G functions. Reviews and validates MC&G requirements. Develops the MC&G priority system. Develops a consolidated statement of DoD MC&G area requirements and priorities. Validates requirements for and manages the development of new and modified MC&G products. Provides advice on MC&G matters to the Director, DMA, the JCS, OSD, the Military Departments, other DoD components, and other Government agencies.

## 09A PLANS DIVISION

**MISSION.** Serves as the focal point for DMA planning activities, JCS matters, MC&G area requirements and priorities, mobilization plans, and planning for wartime and contingency MC&G support to US and Allied military forces.

### FUNCTIONS.

1. Responsible for development and management of the DMA Planning System (DMAPS), which consists of:

a. Resource, capability, and emergency plans in support of the DoD Planning Programming, and Budgeting System (PPBS), and the Joint Strategic Planning System.

b. Plans in support of DMA Management and Technology.

c. Plans in support of the Joint Operations Planning System (JOPS).

2. Evaluates DoD directives and JCS and Military Department plans and publications for applicability to the DMA mission and planning functions, for development of DMA policy on technical and management considerations, and for their effect on MC&G requirements.

3. Acts as principal staff point of contact for DMA with the Organization of the Joint Chiefs of Staff (OJCS), performing duties as Joint Liaison Office and maintaining the necessary classified document accounts.

4. Responsible for ensuring that DMA coordination, collaboration, and preparation responsibilities prescribed in JCS Memorandum of Policy (MOP) 84, "Joint Strategic Planning System," are carried out in accordance with Joint Staffing procedures.

5. Formulates policy on:

a. MC&G priorities for use by U&S Commands, Military Departments, and other users in submitting geographic area requirements for MC&G products.

b. Regional precedence and other priority factors for use by DMA components in programming MC&G production.

6. Requests and receives MC&G area requirements from the U&S Commands, the Military Departments and other Government agencies; analyzes the submissions to ensure they are consistent with operation plans or other documented authority; and develops a consolidated statement of DoD MC&G area requirements for validation by the Director, DMA, and for presentation to the JCS and OSD to obtain support for the DMA program.

7. Manages preparation of MC&G area requirements exhibits published in the DoD MC&G Area Requirements Document.



8. Provides validated requirements to the Area Requirements and Product Status (ARAPS) system in support of DMA program development and management; assists DMA Centers in monitoring the validity of information maintained in ARAPS.
9. Develops, coordinates, and evaluates the policies and procedures for the continuity of essential DMA operations.
10. Coordinates on mobilization matters with respect to DMA input to the DoD Master Mobilization Plan and utilization of non-DoD MC&G agency resources during a National Emergency.
11. Reviews, collaborates, and coordinates on U&S Command and NATO operation plans, providing consolidated DMA comment to the OJCS; in the process, determines the adequacy of MC&G requirements specified in support of command mission.
12. Has primary DMA staff responsibility for developing policy on matters relating to wartime MC&G support (including war reserve requirements) to US and Allied military forces as expressed in their operation plans. To this end, provides representation to conferences, committees, and working groups when operational planning matters are of importance to deliberations or when operation plans are affected.
13. Develops DMA plans covering MC&G support to the U&S Commands.
14. Reviews, coordinates, and collaborates as required on NATO Geographic Policy documents, Geographic Support Plans, and Geographic Annexes to operation plans.
15. Plans, coordinates and implements DMA participation in JCS-sponsored Command Post Exercises (CPX).
16. Serves as Office of Primary Responsibility for the annual DoD Mapping, Charting, and Geodesy Conference.
17. Performs other functions, related to or incidental to the foregoing functions, such as:
  - a. Providing guidance to DMA components with respect to their contributions to the planning process.
  - b. Reviewing POM guidance letters to DMA components and to the Military Departments.
  - c. Analyzing component inputs to the DMA Program Objectives Memorandum (POM) and other internal programming documents to ensure conformity with approved plans.
  - d. Reviewing the DMA production program.
  - e. Ensuring that current and projected command MC&G requirements are adequately defined for the source material acquisition process.
  - f. Providing Directorate representative to the Crisis Management Team when required.

## 09B STANDARD PRODUCTS DIVISION

**MISSION.** Serves as the focal point for standard MC&G product requirements activities, consisting of development of new products and modification of existing products, development of product specifications and product maintenance criteria, and management of the product standardization and product review programs.

### FUNCTIONS

1. Manages the DMA product requirements process for the full range of new or modified standard MC&G products. This responsibility also entails the management of requirements for unprogrammed products and services for both operational and training purposes.
2. Manages the DMA Product Specification Program, consisting of review and approval of all specifications, change notices, and amendments, including those for associated prototypes and modifications thereto; in addition, publishes a Master List of DMA Approved Product Specifications.
3. Manages the DMA Product Maintenance System (PMS). This function includes user coordination, development of product maintenance policy, and publication of the DMA PMS Manual.
4. Manages the requirements portion of the DoD Flight Information Publication (FLIP) Program, providing coordination between DMA, the Military Departments, the U&S Commands, the National Ocean Service, and the Federal Aviation Administration, in all changes to FLIP format or requirements.
5. Conducts the DMA Product Standardization Program, receiving or originating proposals for national/multinational organization MC&G standardization agreements; coordinates MC&G standardization matters with DMA Centers, Military Departments, U&S Commands, civil agencies, and foreign governments; formulates and presents US positions to national/international conferences and working parties; oversees internal standardization of DMA products.
6. Manages the DMA Product Review Program, under which MC&G products currently on the Approved Products List are examined in detail to determine their continued usefulness in their present form or their need for modification. Under this function, products are selected for review, the products are reviewed, user surveys conducted where necessary, and final reports approved; action is then taken to inform users of the results of each review. When determined necessary by a product review, modification of a standard product will be directed and managed under this program. The Approved Product List is published annually with changes dictated by results of the past year's product reviews.
7. Provides technical assistance and consultation to the MC&G user community in identifying product requirements and in conduct of prototype test and evaluation programs.

8. Performs other functions incident to and in support of the foregoing functions, such as:

a. Establishing policy, guidance, and procedures for all DoD elements and other Government agencies stating requirements for new or modified DMA products, data, and services.

b. Providing input to, review of, and coordination on the DMA RDT&E program and the DMA production program formulation (i.e., laboratory review process, POM guidance input and review, and review of DMA Center POM submissions).

c. Ensuring that current and projected MC&G requirements are adequately defined for the source material acquisition process.

d. Conducting requirements-related studies to develop appropriate DMA policy.

e. Managing the DMA metrication program.

f. Providing liaison for the Plans and Requirements Directorate with the DMA Special Program Office for Exploitation Modernization (SPOEM).

## 09C WEAPONS SYSTEMS DIVISION

**MISSION.** Serves as the focal point for defining all aspects of MC&G requirements for DoD advanced weapon systems, cruise missile systems, and support systems requiring MC&G digital or hard copy products.

### FUNCTIONS

1. Maintains overall cognizance of DoD weapon system development activities to ensure early identification of possible MC&G requirements. Develops policy guidance at the agency level and supports OSD policy development to ensure DMA is configured to meet emerging technology.
2. Manages, coordinates, and validates advance weapon systems and missile requirements for DMA digital and hard copy products and programs; approves initial specifications; obtains national and international coordination.
3. Provides consultation assistance to advance weapon systems developers and users of DMA products to assure an understanding of DMA support capabilities, and to aid in identification of product requirements and conduct of prototype product test and evaluation programs.
4. Provides DMA policy guidance on and manages the development of new and modified digital and hard copy products supporting advance weapon systems. Approves and assigns product development projects to appropriate DMA Centers; reviews and approves specifications for prototype products and testing and evaluation of such products. As directed, acts as Agency Program Manager for specific projects.
5. Manages and maintains a consolidated requirements publication, the Weapons System File, to support DMA long-range planning and as input to other plans.
6. Manages the geodetic and geophysical (G&G) requirements program for DoD, coordination with users to define G&G requirements for advanced and operational weapon systems; validates requirements for G&G surveys and helps establish the priorities for G&G data and products for program development and production assignment; participates in and provides input to national and international G&G programs.
7. Monitors the execution of G&G surveys, production of G&G products, and development of new G&G data acquisition systems.
8. Performs other functions incident to and in support of the foregoing functions, such as:
  - a. Establish policy, guidance, and procedures for all DoD elements and other Government agencies stating requirements for new or modified DMA products, data, and services.

b. Providing input to, review of, and coordination on the DMA RDT&E program and the DMA production program formulation (i.e., laboratory review process, POM guidance input and review, and review of DMA Center POM submissions).

c. Ensuring that current and projected MC&G requirements are adequately defined for the source material acquisition process.

d. Conducting requirements-related studies to develop appropriate DMA policy.

e. Coordination production priority assignments with production centers for cruise missile support products.

9. Advises Director and staff on status of cruise missile requirements and programs. Ensures DMA representation at external meetings and conferences.

10. Performs daily contact with OSD, JCS, Services, U&S Commands, Missile Program Offices and DMA Production Centers. Prepares and presents briefings for all levels with DMA and DoD on MC&G aspects of cruise missiles.

11. Assists in resolving technical and policy issues requiring expertise in cartography, photogrammetry, geodesy, digital data generation, exploitation and product control on current and advanced missile guidance system and advanced weapon systems support.

## 10 DIRECTORATE FOR PROGRAMS, PRODUCTION AND OPERATIONS

**MISSION.** Establish DoD MC&G mission program objectives and resource requirements covering programs for land, sea and aerospace. Program resources and assign tasks to subordinate DMA elements. Review and evaluate utilization of resources and execution of production and support task assignments. Establish policy for DoD participation in national, interagency and international MC&G activities. Establish MC&G data collection requirements and priorities. Exercise management control over DoD operational surveys in support of MC&G requirements. Establish programming and program planning policy covering DoD MC&G resources. In these matters, provide advice to: The Director, DMA, JCS, OSD, the Military Departments, other DoD Components; and other Government Agencies.

### 10A ASSISTANT DEPUTY DIRECTOR, PROGRAMMING

Assists the Deputy Director for Programs, Production and Operations and manages and directs the programming activities of the directorate.

#### 10A1 PROGRAM INTEGRATION DIVISION

**MISSION.** Serve as the focal point for programming and program planning activities covering DMA and Military Service Components using DoD MC&G resources.

#### FUNCTIONS.

1. Provide planning and programming guidance to DMA Components and staff offices regarding the development and submission of input to the DMA total program and all other program documentation. Provide programming guidance to Military Departments regarding MC&G activities and interests. Review Military Department MC&G programs for conformance with guidance and provide advice to DoD. Prepare the DMA POM utilizing inputs from Components of DMA. Justify and defend the DMA recommended DoD MC&G program in JCS, OSD and OMB reviews and participate in support of the DMA Comptroller in budget and apportionment reviews. Provide mission program guidance and objectives to Military Departments regarding non-DMA MC&G activities. Provide interface with OSD on program developments.

2. Direct the preparation of the DoD MC&G Area Requirements document (Gray Book), Command Requirements Graphics, and the DMA Requirements, Status and Program Document (assessment graphics).

3. Review DMA and Service MC&G program proposals in context of a total DoD MC&G program. Provide advice to the OSD and Military Departments concerning the program.

4. Develop mid-range production and related technical resource objectives for DoD MC&G resources.

5. In coordination with the Comptroller and other Divisions, program resources to DMA Components and reprogram resources between production elements as required based on changing requirements.
6. Make broad analysis of DMA resources utilization and recommend appropriate remedial action.
7. Establish, maintain and promulgate program procedures and standards aimed at assuring continuity in program formulation and execution.
8. Evaluate DoD MC&G mission performance and propose changes designed to enhance productivity and overall mission effectiveness.
9. In coordination with other staff elements in DMA, consolidate and provide the DMA review of DoD Directives, JCS memoranda of policy, and NFIB documents concerned with or related to MC&G production, planning, programming, and policy activities.
10. Consolidate staff review and comments on policy documents concerned with MC&G programs and production plans.
11. Review OPLANS and CONPLANS of the U&S Commands and furnish comments to the Plans and Requirements Directorate for consolidated DMA comment to JCS.
12. Provide input to the Director, DMA, concerning the provision of information to the JCS, Military Departments, and OSD staff elements relative to activities of a substantive interest to them.
13. Provides guidance for the of development of DMA resource shortfall assessments.
14. Provide input to and coordinate defense programming documents. Prepares the MC&G Annex to the Joint Strategic Capabilities Plan. Collaborate in the preparation of Annex E of the Joint Strategic Planning Document (JSPD). Provide input to the Joint Program Assessment Memorandum (JPAM).
15. Integrate MC&G source data requirements for DMA tasking collection systems, ensuring conformance with validated and anticipated product requirements.
16. Conduct program related studies and develop appropriate policy.
17. Analyze DMA equipment requirements, provide guidance to Components for development of equipment programs, review equipment program proposals, chair the DMA Equipment Review Group (DERG), and make final recommendations for the DMA equipment program.
18. Participate in the Agency budget formulation, justification, and execution review process. Provide the Directorate membership to the Budget Review Group and serve as the Directorate focal point on all budget matters.

19. Participate with other Divisions in the Directorate in MC&G program execution review and identify potential program/resource problems; recommend appropriate action.

20. Establish policies and procedures to ensure the uniform development and operation of the functional management information systems required to support the program and production mission activities of DMA.



## 10A2 MODERNIZATION IMPLEMENTATION DIVISION

**MISSION** Serve as the focal point in the Directorate for Programs, Production and Operations for managing the implementation of Special Programs Office for Exploitation Modernization (SPOEM) developed Mark 85 and Mark 90 production systems and for the planning, acquisition and implementation of all other data processing and data communications activities into the DMA MC&G production and distribution process.

### FUNCTIONS.

1. Establish and maintain a configuration management system to control changes to operational hardware, software, and production procedures used in the DMA production process.
2. Maintain continuous interface with SPOEM and ST RDT&E programs to ensure technology transfer, system implementation, and MC&G mission accomplishment.
3. Establish policy for and coordinate the development, transition, and operation of all DMA production management and production-oriented data bases.
4. Evaluate transition support requirements, develop operational programs, plans and procedures, and monitor phase-over to the new production processes.
5. Provide policy, technical guidance, and direction with respect to the net-working of general-purpose S&T computer systems and/or production sub-systems.
6. Develop data communications requirements for MC&G production and distribution systems, exclusive of Mark 85 and Mark 90 which are being developed by SPOEM, and coordinate with other DMA elements in procuring the necessary communications capability.
7. Provide the Directorate recommendations for ADP hardware and software needs requiring RDT&E and develop concepts for integration of new automated equipment and techniques into production facilities and procedures.
8. Participate in the DMA Equipment Review Group (DERG) concerning the acquisition of data processing, production sub-systems, and data communication equipment.
9. Provide planning, technical guidance and direction for the selection, acquisition, implementation, and operation of all special-purpose production sub-systems.
10. Provide program management and guidance in the establishment and maintenance of a DMA modern software environment.

11. Participate with the Comptroller in the management reviews and validation of requirements for all proposed acquisition of ADP equipment and software.

12. Serve as the PP focal point in interagency and international activities related to MC&G digital data standardization.

13. Establish policy for and coordinate the development and implementation of all DMA production-oriented data bases and production management information systems.

14. Ensure the DMA policy for ADP security and privacy is implemented by all data processing, production subsystems, and data communications activities.

## 10A3 EXTERNAL/SPECIAL ACTIVITIES DIVISION

**MISSION.** Serve as the focal point for DMA international and interagency activities, and manage the operations of the IAGS, the DMS and MC&G resources of the Military Services which are not dedicated to DMA.

### FUNCTIONS.

1. Formulate policies and provide or monitor DoD participation in national and international MC&G activities. Draft, negotiate, and coordinate international and interagency agreements in support of overall DMA mission. Develop/coordinate U.S. positions and background support for and participate in international conferences. Provide the DMA point of contact for the Office of the Assistant Secretary of Defense (ISA) and other U.S. Government agencies concerned with international activities.

2. Provide policy direction and monitor international activities of DMA Liaison Officers and other DMA personnel in foreign countries.

3. Represent DMA on appropriate joint policy committees relating to international and interagency activities.

4. Manage the operations of the Inter American Geodetic Survey and the Defense Mapping School by:

a. Providing input to and assisting in developing and processing:

(1) MC&G Program Guidance to DMA Components.

(2) Program Objective Memoranda.

(3) Joint Manpower Program.

(4) DMA policy, planning, programming and management; e.g. DMA Instructions pertaining to MC&G support activities, DMA Capabilities Objectives Statement, and the DMA Management Information Systems.

b. Evaluating impacts of proposed resource decrements and adjustments. Adjusting program levels as a result of changes in resources availability.

c. Exercising staff supervision of the planning and programming activities of the Defense Mapping School for providing MC&G training, and of the DMA Inter American Geodetic Survey.

d. Monitoring all activities of the Defense Mapping School and the Inter American Geodetic Survey and providing staff support as appropriate.

e. Coordinating actions to answer availability of equipment and special materials needed to accomplish the IAGS collaborative mapping program.

5. For the Defense Mapping School, in addition to the above:
  - a. Determine requirements for training.
  - b. Obtain approval for courses of instruction.
  - c. Develop course quotas and space allocations for training.
  - d. Provide the principal DMA point of contact for all potential users of the Defense Mapping School.
6. Manage and coordinate the activities of DoD MC&G resources not organic to the Defense Mapping Agency but which are dedicated to land combat support activities by:
  - a. Promulgating policy pertaining to the overall DoD MC&G system for the provision of support to land combat forces.
  - b. Reviewing the MC&G portions of the Services Program Objectives Memoranda.
  - c. Providing the DMA point of contact for activities pertaining to the Services' land combat MC&G support resources and the DMA support therefore.
  - d. Monitoring the activities of the Services' land combat MC&G support resources providing staff support as appropriate.
7. Act as the Directorate point of contact on providing for MC&G training for production personnel.

#### 10A4 PRODUCT CLASSIFICATION/RELEASE DIVISION

MISSION. Maintain an effective product classification/product release program for DMA.

#### FUNCTIONS.

1. In coordination with the DMA Security Office, manage the development, maintenance and promulgation of product classification guidance for DMA plans, programs, projects or system that contain classified material.
2. Develop and maintain DMA release policy in coordination with PPE for all MC&G products and related materials.
3. Develop and maintain the DMA foreign disclosure policy in concert with the National Disclosure Policy (NDP-1).
4. In conjunction with the Special Security Office, develop and maintain product sanitization, decompartmentation and classification guidance as necessary to support primary mission programs and operations.
5. Represent DMA in DoD and interagency committees, working groups, dealing with classification management and release and disclosure of classified information.
6. Review for security and policy and coordinate as necessary the Directorate review of papers for public release concerning MC&G matters.

## 10B2 LAND COMBAT DIVISION

**MISSION:** Develop, manage, exercise staff supervision and coordinate DoD MC&G cartographic, photogrammetric and digital production programs and activities to provide MC&G support for military land combat forces, weapons systems and programs. Provide the Executive Secretary to the U.S. Board on Geographic Names.

### **FUNCTIONS:**

1. Manage MC&G support provided to DoD land combat programs by the DMA Production Centers:

a. Develop program guidance and policies for production and maintenance of MC&G products and services for the following programs:

(1) Topographic mapping:

- Large scale
- Medium scale
- Small scale
- City products
- Special products

(2) Terrain analysis

(3) Digital data production:

- Digital Terrain Elevation Data (DTED)
  - PERSHING II
  - FIREFINDER
- Digital Feature Analysis Data (DFAD)
  - PERSHING II

(4) Trig Lists

(5) Gazetteers and name products

(6) Special mapping

(7) Video disc

b. Review total program progress, initiate adjustments to accommodate new requirements and changing priorities. Assure timely program completions and quality control in accordance with program objectives.

c. Review requirements for MC&G source materials for land combat programs against production program objectives and recommend adjustments.

d. Coordinate actions to assure availability of workyear resources, unique equipment and special materials needed to accomplish land combat MC&G program objectives.

e. Coordinate recommendations for land combat MC&G RDT&E requirements and develop concepts for integration of new equipment and techniques into production facilities and procedures.

2. Serve as the principal staff advisor to the Director, DMA, for MC&G products and services in support of DoD land combat requirements.

3. Provide a designated individual who operates, as required, in direct support of the Assistant Deputy Director for Production and Distribution as Chief of the DMA Crisis Management Team.

4. Participate in the DMA Crisis Management Team and in JCS and U&S Command exercises.

5. Participate as required in the preparation and coordination of inter-agency and international MC&G agreements. Ensure proper compliance with the terms of all agreements.

6. Participate in national and international conferences and in negotiation with national and foreign MC&G agencies involved in land combat MC&G programs. Develop coordinated joint production programs.

7. Provide the DMA interface with the U.S. Intelligence Community for the production of their topographic product using the resources of the DMA Hydrographic/Topographic Center.

8. Coordinate with the U.S. civil agencies in developing topographic programs to satisfy DoD requirements.

9. Maintain staff cognizance of all DMA printing activities. Provide a central management of all DMA printing facilities. Provide interface with the Joint Committee on Printing for all DMA actions requiring Joint Committee approval.

10. Provide the DMA interface with the Defense Intelligence Agency for operational matters concerning the Military Geographic Information/Documentation Program.

11. Provide input to:

a. MC&G Guidance to Army.

b. DoD and JCS plans and documents.

c. Joint Manpower Program

d. HQ DMA and Components planning, programming and budgeting documents.

12. Manage DoD activities in the field of geographic names; establish policies for standardization of geographic names for the DoD; coordinate DMA with the U.S. Board of Geographic Names; develop policy on international boundaries in accordance with Department of State guidance.

## 10B3 HYDROGRAPHIC DIVISION

**MISSION.** Develop, manage, exercise staff supervision and coordinate DoD hydrographic MC&G programs and activities: to provide MC&G support for naval weapon systems and other Fleet requirements; to manage the collection of hydrographic survey data and production of nautical charts; to ensure fulfillment of the DMA statutory responsibilities for nautical products and services; to implement production quality control systems in DMA; and to manage the MC&G contract and reimbursable programs.

### FUNCTIONS

1. Manage MC&G support provided to DoD hydrographic programs by the DMA Production Centers and dedicated MC&G resources of the US Navy:

a. Develop, review, and manage the basic DoD hydrographic MC&G production program; originate and evaluate concepts for program accomplishment; adjusting the program, as necessary, to reflect changing requirements, resource availabilities and priorities; and assure timely program completions in accordance with program objectives.

b. Provide program guidance and policies for development, production, and maintenance of MC&G products and services for the following programs:

(1) DMA hydrographic chart production including:

- Harbor and Approach Charts (H&A)
- Coastal Nautical Charts
- General Nautical Charts
- International Chart Series
- Electronic Navigation Charts (LORAN/OMEGA).

(2) DoD hydrographic survey and data collection including:

- Navy Coastal Survey Program (CSP)
- Ocean Survey Program (OSP)
- Cooperative International Hydrographic Programs
- Contracting Efforts (HYCON).

(HYSAP/IAGS)

(3) DMA nautical publications, periodicals, and warnings including:

- Notices to Mariners (NTMs)
- Nautical Broadcasts



- Manuals and Tables
- Sailing Directions.
- (4) DMA special purpose hydrographic products including:
  - Navy Support Products
  - FBM/ASW/UNDERSEA Warfare Charts
    - Bathymetric Navigation Planning Charts (BNPCs)
    - Bottom Contour Charts (BCs)
    - Naval Warfare Planning Chart Base (NWPCB)
    - Hull Integrity Test Site Charts (HITS)
  - Combat Charts (COMBT)
  - Naval Operating Area Charts (OPAREA)
  - Mine Warfare Planning Charts (MWPCs)
    - Geophysical Data Charts
    - Ice Surveillance Products
    - Radar Plotting Sheets and Maneuvering Boards
    - Digital Hydrographic Data

c. Provide input to and assist in developing, processing and reviewing:

- (1) MC&G Guidance to Navy.
- (2) MC&G Program Guidance to DMA Components.
- (3) Program Objective Memoranda.
- (4) MC&G annexes to the Joint Strategic Planning Document the Joint Strategic Capabilities Plan, and various OPLANS and CONPLANS.
- (5) Joint Manpower Program.
- (6) US Navy Hydrographic Data Collection Program.

(7) DMA policy, planning, programming and management; e.g., DMA Instructions pertaining to MC&G support activities, DMA Capabilities Objectives Statement, and the DMA Management Information Systems.

d. Determine the requirements for MC&G source materials for hydrographic support programs, review area coverage requirements and priorities against production program objectives and develop a recommended program of source material acquisition.

e. Coordinate actions to assure availability of equipment and special materials needed to accomplish hydrographic support program objectives.

f. Exercise staff supervision, in coordination with other Divisions as appropriate, over the activities of DMA Production Centers which are responsive to hydrographic support requirements.

g. Participate in the DMA Crisis Management Team and in JCS and U&S Commands exercises.

2. Support interagency and international agreements. Participate, as required, in the preparation and coordination of these agreements. Ensure proper compliance by DMA Components and Navy with the terms of all agreements.

a. Provide the DMA interface with the US Intelligence Community for the production of MC&G hydrographic support using the resources of the DMA Hydrographic/Topographic Center.

b. Coordinate with the National Ocean Service and other US civil agencies, as appropriate, in developing programs to satisfy DoD hydrographic requirements.

c. Provide the interface between DMA Components and other agencies, (DoD or non-DoD) to provide, on a reimbursable basis, technical assistance, production and management services in the fields of mapping, charting, and geodesy and related activities.

3. Be the principal staff advisor to the Director, Defense Mapping Agency, for the provision of MC&G products and services in support of the Fleet and naval weapons systems.

4. Establish additional policy and procedural guidance, as required, to satisfy the statutory responsibilities assigned to DMA under U.S.C. Title 10, Chapter 639, Sections 7391, 7392, 7393, and 7394.

5. Acts as Program Manager for the MC7G contract production effort. Ensure Centers' efforts are effectively utilized in preparation of contract packages, monitoring of contractor production and quality control. Provide guidance regarding the Program Objective Memorandum and budget funding of the MC&G contract program.

6. Provide policy and guidance for the development, implementation and evaluation of a coordinated DMA quality control program.

7. Coordinate agency activities associated with the DMA reimbursable program.

8. Coordinate recommendations for hydrographic MC&G support RDT&E requirements and develop concepts for integration of new equipment and techniques into production facilities and procedures.

## 10B4 ACQUISITION PROGRAMS DIVISION

**MISSION.** Manage specified MC&G programs related to data acquisition, source data bases, land surveys, the reduction and evaluation of basic data, surveillance of non-DMA data acquisition and reduction.

### FUNCTIONS.

1. Assemble, validate and rank in priority DoD requirements for the acquisition of MC&G source data. Develop and provide staff management of programs for data acquisition, data reduction and evaluation (excluding ocean surveys) to include source data base servicing of existing data. Manage and provide operational interface with special collection activities.
2. Provide DMA representation on the COMIREX Operations Subcommittee and its working groups and other specified COMIREX elements involved in planning and management of data acquisition programs.
3. Chair the COMIREX/MC&G working group to coordinate the MC&G community program requirements and strategies to acquire MC&G source data.
4. Coordinate with and serve as the point of contact on DoD MC&G collection programs with DIA, the Department of State Geographic Attache' system and other collection activities.
5. Direct evaluation of source data collection programs and resulting materials and data; develop and provide guidance for necessary collection program adjustments. Provide technical and managerial assistance on long-range planning and feasibility analyses of survey systems (excluding ocean surveys) to DoD weapon systems managers, test ranges and other DoD components.
6. Provide input to interagency and international agreements and, as required, coordinate on agreements prepared by other staff elements. Implement and review compliance with these agreements applying to the production of items related to the special program areas.
7. Provide policy, program guidance and execution review for the following activities.
  - a. Geodetic surveys to include satellite and airborne surveys.
  - b. Cooperative geodesy programs with national, international and foreign agencies and educational institutions working in the fields of geodesy.
  - c. Exploitation of geodetic and geophysical data in support of tactical and strategic weapons systems.
  - d. G&G studies performed by DMA Centers and under contract.
  - e. Establishment and maintenance of a uniform geodetic reference system with datum relationships.

f. Establishment of standard survey specifications.

g. In coordination with the Directorate for Systems and Techniques, HQ DMA, develop procedures for the operational test and evaluation of new or improved source data collection and survey equipments and techniques (excluding ocean surveys).

h. Organization, functions and equipments for MC&G survey and basic data activities.

8. Manage the acquisition of aerial photography to support DoD MC&G requirements by:

a. Promulgating policy regarding the acquisition, use, storage and disposition of DoD cartographic aerial photography,

b. Receiving, validating and ranking in priority MC&G aerial photographic requirements.

c. Planning, programming and budgeting for the acquisition of aerial photography required to support DMA programs.

d. Establishing an overall program for cartographic aerial photography acquisition to include:

(1) Tasking appropriate DoD components and civil agencies to accomplish cartographic aerial photography projects.

(2) Authorizing and tasking DMA Components to enter into contracts to acquire cartographic aerial photography.

(3) Negotiating agreements with MC&G aerial photographic agencies of other nations to acquire cartographic aerial photography in accordance with commitments made by the U.S. in cooperative MC&G agreements.

e. Monitoring all activities to acquire aerial photography for DoD MC&G activities and providing staff support as appropriate.

## 10B5 DISTRIBUTION DIVISION

**MISSION.** Develop, manage, exercise staff supervision and coordinate DoD MC&G product distribution programs, sources and activities; and ensure fulfillment of the DMA statutory responsibilities for the sale of products and services to civil users.

### FUNCTIONS.

1. Manage the provision of worldwide DoD MC&G distribution support by the Office of Distribution Services by:

a. Exercising staff supervision of the planning, programming and program accomplishment activities of the Office of Distribution Services.

b. Providing input to and assisting in developing and processing:

(1) MC&G Program Guidance to DMA Components.

(2) Program Objective Memoranda.

(3) Joint Manpower Program .

(4) DMA policy, planning, programming and management, e.g. DMA Instructions pertaining to MC&G support activities, DMA Capabilities Objectives Statement and the DMA Management Information Systems.

c. Exercising approval authority for inventory management and distribution control policy and procedures.

d. Developing recommendations to improve the efficiency, economy, and overall effectiveness of distribution operations.

e. Developing plans, programs, policies and procedures governing the storage and distribution of MC&G classified, controlled and unclassified products based on stockage objectives and allowance tables and the publication and distribution of the DMA catalog. Developing and staffing procedures for purging obsolete and excess materials from the DMA Distribution System.

f. Developing policy and providing staff supervision for the sale of DMA products to the public and for the conduct of customer relations.

2. Provide staff guidance for effective and economical MC&G distribution support to the Military Services, other DoD Components, Federal civil agencies, foreign governments, mariners and others as authorized. As an element of the Defense Support System, MC&G distribution will satisfy the requirements of the Military Services, the U&S Commands, international treaty commitments, and the Merchant Mariner under all conditions of peace and war.

3. Provide technical assistance and coordinate the MC&G distribution activities of the Military Services and the U&S Commands as required.

4. Support interagency and international agreements as they pertain to distribution matters. Participate as required in the preparation and coordination of these agreements.

5. In coordination with ADP Production Program Division ADP functional expert, provide DMA Comptroller with evaluation of distribution support requirements, which result in major changes to existing ADP programs or require development of new ADP support.

6. Support requirements of the DMA Crisis Management Team and participate in JCS and U&S Commands exercises.

## 10B ASSISTANT DEPUTY DIRECTOR, PRODUCTION AND OPERATIONS

Assists the Deputy Director for Programs, Production and Operations and manage and direct the production and operations activities of the directorate.

### 10B1 AEROSPACE DIVISION

MISSION Develop, manage, exercise staff supervision and coordinate DoD MC&G cartographic, photogrammetric and digital production programs and activities to provide MC&G support for military aerospace forces, weapon systems and programs.

#### FUNCTIONS:

1. Manage MC&G support provided to DoD aerospace programs by the DMA Production Centers:

a. Develop program guidance and policies for production and maintenance of MC&G products and services for the following programs:

(1) DMA digital data, including:

- Digital Landmass System (DLMS).
- Digital Terrain Elevation Data (DTED).
- Digital Feature Analysis Data (DFAD).
- Terrain Contour Matching (TERCOM).
- Vertical Obstruction Data (VOD).
- AWACS Digital Landmass Blanking (DLMB).

(2) Navigation/Planning Charts and Other Aeronautical Products.

(3) Air Target Materials.

(4) Point Positioning and Point Positioning Data Base (PPDB).

(5) Flight Information Publications (FLIPs).

(6) Air Facilities Data and Services.

b. Review total program progress, initiating adjustments to accommodate new requirements and priorities and assuring timely program completions and quality control in accordance with program objectives.

c. Review requirements for MC&G source materials for aerospace programs against production program objectives and recommending adjustments.

d. Coordinate actions to assure availability of a trained and properly cleared work force, unique equipment and special materials needed to accomplish aerospace MC&G program objectives.

e. Coordinate recommendations for aerospace MC&G RDT&E requirements and developing concepts for integration of new equipment and techniques into production facilities and procedures.

2. Serve as the principal staff advisor to the Director, DMA, for MC&G products and services in support of DoD aerospace requirements.

3. Coordinate production support provided by U.S. civil agencies in the production of domestic aeronautical charts and FLIPs. Participate in the DMA interface and membership on interagency committees for FLIP/aeronautical chart production policy.

4. Participate as required in the preparation and coordination of inter-agency and international MC&G agreements. Ensure proper compliance by DMA Components with the terms of all agreements.

5. Participate in national and international conferences and in negotiations with other national and foreign MC&G agencies involved in aerospace MC&G programs and ensure development of coordinated joint production programs. Act as office of primary responsibility (OPR) for Joint US-UK Production Programs.

6. Provide the DMA interface with the U.S. Intelligence Community for aerospace MC&G programs.

7. Provide membership to the DMA Crisis Management Team and assume responsibility for validating crisis MC&G requirements, tasking Production Centers and assuring timely project completions.

8. Participate in JCS exercises.

9. Maintain liaison with USAF for development and maintenance of aerospace related MC&G interests within USAF and U&S Command organizations.

10. Provide input to:

a. MC&G Guidance to Air Force.

b. DoD and JCS Plans and Documents.

c. Joint Manpower Program.

d. HQ DMA and Component's Planning, Programming and Budgeting Documents.



## 11 DIRECTORATE FOR SYSTEMS AND TECHNIQUES

**MISSION** To increase DMA's production capabilities through acquisition systems development, advanced MC&G technology developments, and the introduction/implementation of the new technology, equipment, systems and techniques into DMA's production operations to satisfy DoD's future MC&G requirements. Provide advice to the Director, DMA, OSD, Military Departments, and other DoD Components and Government Agencies on RDT&E MC&G matters.

### 11A GEOPHYSICAL DEVELOPMENT DIVISION

**MISSION.** To increase DMA's production capabilities in geodesy, geophysics, and hydrography through acquisition systems development or modification and the introduction/implementation of the new systems to support DMA's production operations and to satisfy DoD's future MC&G requirements.

#### FUNCTIONS.

1. Manage DMA's development of geodetic and hydrographic systems capabilities.
2. Develop policies, plans, program and management guidance for DMA's geodetic and hydrographic systems development program.
3. Monitor development of MC&G acquisition systems with a potential for MC&G applications.
4. Coordinate all activities relating to geodetic and hydrographic systems development and determine DMA requirements for the development of these systems.
5. Provide guidance for MC&G programs and activities directly involved with future capabilities.
6. Plan and provide guidance and input for DMA planning, programming and funding for the development and procurement of geodetic and hydrographic systems.
7. Evaluate technical recommendations, and identify and solve MC&G problems directly related to development or modification of geodetic and hydrographic systems.
8. Develop DMA program objectives for geodetic and hydrographic systems development, procurement and support agreements, including establishment of milestones and time schedules for required actions.
9. Conduct liaison in accordance with the Charter, and represent the Director, DMA, in working with senior officials of the OSD and other organizations and agencies as necessary to assure acceptance of MC&G requirements.

10. Conduct technical studies, evaluate simulated and real data, and coordinate all new hardware/software, requirements, options and related data from and for acquisition development programs. Integrate these technical factors into a DMA position for the geodetic and hydrographic data acquisition capability.

11. Evaluate technical approaches and studies for development of geodetic and hydrographic acquisition systems, and identify the related hardware/software required for MC&G products.

#### 11B ADVANCED TECHNOLOGY DIVISION

MISSION. To increase DMA's production capabilities through advanced MC&G technology investigations, exploratory research and prototype and engineering developments, test, evaluation and the introduction/implementation of the new technology, equipment, systems and techniques into DMA's production operations to satisfy DoD's future MC&G requirements.

#### FUNCTIONS.

1. Manage DMA's Research, Development, Test and Evaluation (RDT&E) program related to expository, advanced and engineering developments with the exception of geodetic and hydrographic activities.

2. Manage the programming and budgeting activities for the directorate.

3. Establish technical goals, objectives, and milestones and provide staff guidance and coordination for introduction/implementation of R&D developed equipment, techniques and systems into operations at DMA's Production Centers.

4. Establish testing requirements and procedures for R&D developed hardware and software that have follow-on procurement requirements. Certify year of availability for out-year procurement planning.

5. Maintain a continuing review and evaluation of the DoD MC&G RDT&E program to ensure responsive support to the MC&G needs of the U&S Commands, the Military Departments and DMA.

6. Provide guidance to the Service R&D Laboratories on technology base developments required to support DMA's R&D needs and capability objectives.

7. Review and evaluate all DoD MC&G RDT&E programs for the Director of DMA and provide consultant service to OUSDR&E on MC&G related sciences and technology.

8. Provide for the exploitation of foreign science and technology of interest to DMA.

9. Conduct and prepare studies pertaining to advanced technology and related R&D requirements.

10. Represent the Director, DMA, on matters pertaining to MC&G RDT&E programs with appropriate Military Services, Department of Defense Agencies, NASA and other Government and foreign mapping agencies for technical exchange.

11. Represent DMA on all study groups, project advisory groups, boards and committees involved in defining, coordinating or investigating R&D requirements, future concepts of operation, or long range defense capabilities involving the MC&G capabilities, equipments, and systems, standing membership includes: R&D MC&G member to EXRAND (Exploitation, Research and Development) and member of the Navigation Satellite Committee.

12. Serve as the DMA point of contact for the development of future space strategy and systems.

#### 12 HEADQUARTERS SUPPORT ACTIVITY

Provides support to Headquarters DMA in the areas of EEO guidance investigations, preparation of visual information products, administrative practices, records management, forms management, vehicle transportation, personnel travel, payroll liaison, mail processing, communications and provides assistance in the areas of public affairs, physical and information security and special security and DMA-wide financial and civilian personnel systems development and operations. Also provides clerical support to the United Kingdom liaison office.